



***State of Louisiana***  
DIVISION OF ADMINISTRATION

**OFFICE OF STATE UNIFORM PAYROLL**

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GOVERNOR

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COMMISSIONER OF ADMINISTRATION

August 3, 2000

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM 2001-03

TO: All UPS Agencies and Elected Officials

FROM: Ronald S. Mitchell  
Director

SUBJECT: Garnishment Designee

The Office of State Uniform Payroll (OSUP) will be assuming responsibility for establishing all garnishment activities of employees paid under the new ISIS HR System as of January 12, 2001, payday. This new process will require OSUP to respond to all garnishments of these employees, receive all garnishment notices, and prepare and file answers to garnishment interrogatories. OSUP will have sole authority to enter garnishments into the ISIS HR System and remit garnished wages to the proper party.

The Director of OSUP will be designated as the proper party to accept service of garnishment petitions. Beginning with the January 12, 2001, payday Department Secretary's need to decline to accept service of any garnishment petition. The process server should instead be directed to OSUP to deliver the petition.

Please alert members of your staff that process garnishments if they receive any kind of garnishment action to immediately forward to OSUP. Please forward a copy of this memorandum to staff members within your Department that process garnishments.

**Please remember that the new garnishment procedure does not take affect until the ISIS HR System for payroll is implemented in January 2001.** Your cooperation in this matter is appreciated.

RSM/kmb